



RESOLUTION

ESTABLISHING AN EXPENSE ACCOUNT IN THE MAYOR'S OFFICE

CITY OF NASHUA

In the Year Two Thousand and Five

RESOLVED by the Board of Aldermen of the City of Nashua that the sum of \$2,000 be transferred from Account #591-86005 "General Contingency" into Account #501-98015 "Mayor's Office – Mayor's Expense Account". Usage of this account shall be limited to the following:

- 1) For the purchase of award certificates, plaques, keys to the City; and
- 2) For light lunches or light breakfasts for visiting dignitaries or special regional meetings.

All requests for reimbursement must be substantiated by receipts and/or documentation.

This account shall not be used by the Mayor, members of his/her staff, Board of Aldermen, or any other person(s) for travel, meals, lodging or seminars or for the purpose of office supplies or any other expenses that have not been budgeted.

Financial Services shall submit to the Board of Aldermen every three (3) months an accounting of all expenses charged to this account.

Usage of this account complies with IRS rules for an accountable plan, per IRS publication 463.